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Tab B

Clerical Training Course Schedules and Enrollment

<u>Course Title</u>	<u>Hours</u>		<u>Number of Students</u>	
	<u>Per Day</u>	<u>Per Week</u>	<u>1955</u>	<u>1956</u> 1 Jan.-15 June
Clerical Induction Training (New Employees)				
Shorthand	1 1/2	7 1/2		
Typewriting	3/4	3 3/4	445	109
Geography	3/4	3 3/4	688	162
Grammar	3/4	3 3/4	1296	411
Punctuation and Capitalization	3/4	3 3/4	1251	411
Word Usage	3/4	3 3/4	1207	383
Filing	3/4	3	1038	354
Totals	6	29 1/4	811	412
			1306	416
Orientation Training (Duration 2-3 days)				
Briefing	3/4			
Outside Speaker	3/4			
U.S. Gov't.	1 1/2			
Organization (CIA)	3/4			
Physical Layout (CIA)	40			
Memos (CIA)	min.			
Telephone Techniques	3/4			
Telephone Lab.	3/4			
Totals	1			
	6 25		6 25	
	min.		min.	
Classif. of Documents	1			
Use of CIA Forms	55			
Communism	min.			
Agency Filing	1			
Orientation Test	20			
Area Studies	min.			
Office Protocol	3/4			
Mechanism of Correspondence	25			
Totals	55			
	min.			
	6 40		6 40	
	min.		min.	

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	<u>Per Day</u>	<u>Per Week</u>	<u>1955</u>	<u>1956</u>		
Agency Corresp.	4					
Typing Shortcuts	1 1/2					
Discussion and Classif. of Notes	1					
Totals	6 1/2	6 1/2				
			Clerks	322	101	
			Typists, Stenos	800	232	
			Sectys	1122	333	
Clerical Refresher Course (Duration 4 Weeks)						
On Board Employees						
Typewriting Techniques Review	1	5				
Advanced Typewriting	1	5				
Shorthand Theory Review	1 1/2	7 1/2				
Introductory Shorthand Dictation	1	5				
Intermediate Shorthand Dictation	1 1/4	6 1/4				
Advanced Shorthand Dictation	1 1/4	6 1/4				
English Usage	1 1/4	6 1/4				
Totals	8 1/4	51 1/4			602	266
Special Courses*						
Math. (Duration 4 weeks)	1	2				11
FDD Typing (Duration 6 weeks)	1	4				17
Rhetoric Review (Duration 6 weeks)	1	3				10
Totals	3	9				38

* A number of special training activities were also conducted, by request of the operators: Typing Training for professional employees; specialized instruction in English usage and correspondence procedures; basic mathematics for statisticians; and special group and tutorial instruction concerning business machines and office procedures.

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